

APPENDIX F
ARIZONA NATIONAL GUARD
Unit Volunteer
FAMILY READINESS GROUP CHAIRPERSON
JOB DESCRIPTION

TITLE: Family Readiness Group (FSG) Chairperson

MAJOR OBJECTIVE: To assist unit family members in organizing and sustaining the unit's (detachment, company, battery, squadron and flight) FRG.

RESPONSIBILITIES:

To work with, and under the direct supervision of the unit commander in an effort to organize, implement, and sustain the unit's FRG.

To work in a Partnership with the unit's Military Point of Contract to ensure effective and efficient management of the FRG.

To preside at all FRG meetings, and appoint all committee chairpersons.

To obtain information from the unit's Military Point of Contact (MPOC) on the Family Programs; to include a complete list of unit personnel names, addresses and phone numbers, and the names of spouses and or other family members.

To obtain from the unit's full-time personnel, the names of all NEW accessions so They and their family members might be welcomed into the unit, and the family members invited to participate in the unit's FRG programs and activities.

The work with the unit's MPOC to organize and conduct educational meeting opportunities for family members to learn more about the Indiana National Guard, Family Programs, and community resources, thereby developing a "Channel of Concern" and Esprite De Corps among family members.

To work with the unit's FRG and the other FRG leadership in developing a directory of community and resources that will assist family members, especially during the absence of the spouse. The directory should contain the name, information about eligibility, phone numbers, location, cost, and other information relevant to unit family members. To ensure that a FRG Telephone Tree is established and all phone numbers are kept current.

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To communicate with the MPOC to ensure the required Family Information Briefing is presented to unit family members at *least annually*.

To report to the unit MPOC (monthly), the progress of the FRG, problems identified (with recommended solutions) and plans for upcoming events.

To work with the unit commander, MPOC, and the other FRG leadership in planning and conducting Family Days, awards ceremonies, and other events which may involve families.

To obtain from the unit commander and other FRG family member's information, regarding the Family Program which can be published in the FRG's newsletters.

To assist the unit commander and the FRG in supporting family members experiencing personal crises, such as death in the family, marital conflict, problems relating to family separation due to military obligation, or other events which may impact upon the family.

To submit any unit FRG leadership changes, with addresses and phone numbers, through channels to the State Family Program Office as they occur.

To request the unit's FRG leadership is provided use of the unit's facilities) to conduct meetings) and equipment for FRG official business. Examples are copy machine, computers, file cabinets, typewriters, office supplies, etc. Based on commander's approval and availability.

To ensure unit FRG members and other unit family members, receive all materials as they relate to family issues. Examples are State/unit newsletters, Fact Sheets, Brochures, Bulletins, Regulations, and other published information.

To obtain training for the unit's civilian volunteers on organizing, implementing and sustaining a FRG.

Other duties as determined by the unit commander or directed by the State Family Program Office.

QUALIFICATIONS: The individual must:

Have the DESIRE and COMMITMENT to work with unit families.

Have the TIME to assist/support volunteer family members in organizing and sustaining the unit's FRG.

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Have the KNOWLEDGE to assist in educating unit family members.

Possess leadership skills.

Have a mature, responsible, and positive attitude.

Have the ability to get along will with others.

TRAINING

As provided by the State Family Program Office, on-the-job training, the unit commander and FRGC and/or the higher headquarters'. May include regional/state workshop sponsored by State Family Program Office.

WORK HOURS:

Hours are flexible as determined by the needs of the unit's FRG and commander. Approximately 25-30 hours per month.

COMMITMENT:

The minimum commitment is one year unless changes by mutual agreement of the unit commander and the FRG Chairperson. Contract is renewable based upon favorable performance evaluation. However, no FRG Chairperson should exceed two years.

ACCOUNTABILITY AND SUPERVISION:

The FRG Chairperson works independently under the guidance and supervision of the unit commander. Performance should be evaluated (with input by the unit FRGC and FRG members at least quarterly (verbally), and annually (in writing)).

BENEFITS:

The FRG Chairperson will be privileged with information provided by the unit FRGC, commander, and higher headquarters as deemed necessary and appropriate.

The unit commander will provide the FRG Chairperson office space, office supplies, use of the phone, copier, and mailing privileges to conduct official unit FRG business.

The FRG Chairperson will receive training as necessary.

The FRG Chairperson will gain recognition as the unit's Family Program representative.

NOTE: THIS JOB DESCRIPTION IS PROVIDED AS GUIDANCE FOR USE BY UNIT COMMANDERS AND FRG CHAIRPERSONS.